

***Duties:***

Under the general direction of the Board of Selectmen, plan, organize, and direct the Town Police Department to provide effective and efficient law enforcement, protect life and property, prevent crime, control traffic, promote safety, obtain evidence, and apprehend those suspected of violating the law.

Keep abreast of the law and all applicable changes in local, state and federal laws and regulations that affect police operations, as well as the civil rights of all citizens; and provide a means of communicating this information to other members of the Department.

Establish departmental plans, broad strategies and directions, policies, procedures, regulations, methods, techniques, and inspection methods to ensure consistency and compliance.

Recommend staff for hiring and promotion; train staff and review and appraise work performance as well as maintain discipline; in conjunction with Personnel Director, interpret and administer union agreements; answer questions and resolve internal problems; conduct regular staff meetings. Promote good relations with the community. Develop and manage programs relevant to community needs, such as DARE, community policing, school safety programs, etc.; and provide pertinent information to the media.

Cooperate with federal and state law enforcement agencies, local police departments and others on a variety of police matters.

Supervise the preparation of payroll; review and sign departmental bills; sign requisitions and purchase orders for supplies within approved budget; and prepare budget for Board of Selectmen, Finance Committee and Town Meeting.

Oversee licencing and permit activities within the jurisdiction of the department.

Oversee operations of the joint Police-Fire civilian dispatch center.

Participate in the Town Administrator's periodic senior management group meetings to coordinate plans and operations of the Town.

Participate in a variety of Town committees, commissions and boards to provide Police input into community planning and policy development.

Maintain complete and current records, reports and statistics and other data reflecting departmental activities; attend local and distant meetings; give talks at local organizations; and perform related duties as required.

***Basic Knowledge:***

Work requires broad knowledge of law, public administration, management, basic police training,

administration, constitutional law, and law enforcement equivalent to four years of college.

***Experience:***

Duties require ten (10) or more years of related experience with progressive responsibility. A valid Massachusetts motor vehicle license is required for this position.

***Independent Action:***

Work independently, referring matters of Town policy to the Board of Selectmen.

***Supervisory Responsibility:***

Responsible for supervision of approximately 60 FTE's.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Occasional periods supervising or inspecting in non-office environments, including crime scenes and other disasters.
- Regular lifting and carrying of files, documents, records, etc.
- Some work is performed under adverse weather and road conditions.
- Some travel within the Town to plan, oversee, or provide departmental services.